



Employment Offer

J-1 Student Visa / Evidence of Support

To be completed by Employer

THIS JOB OFFER IS FOR _____
print name of the student

EMPLOYER INFORMATION

Company Name: _____

Company Address: _____

City: _____ State: _____ ZIP: _____

Work Site Address: _____
 (if different from above)

Supervisor/Manager Name: _____ Manager Email: _____

Tel Number: _____ Fax: _____ www: _____

EMPLOYMENT INFORMATION

Job Title: _____ # of Positions: _____

Brief Job Description: _____

Student should arrive no later than ____/____/____
mm dd yyyy Nearest Airport: _____ Airport Code: _____

Employment starts: ____/____/____ Ends: ____/____/____ *maximum 4 months from the start date*
mm dd yyyy mm dd yyyy

Minimum pay rate per hour (\$/hour): _____ Are tips available? Yes No

Number of Hours per week: _____ Overtime opportunities? Yes No Overtime rate: _____

 Name of the Company Representative completing this form Title

 Signature ____/____/____
mm dd yyyy

STATEMENT OF ACCEPTANCE

I have read thoroughly this employment offer and accept the position with all the conditions offered herein. I fully understand that **this employment offer and the CETUSA J-1 Work and Travel Program Conditions are the only conditions under which I am being contracted.** I have not signed any other contractual document that state any other conditions or contradicts what is stated above. I confirm that I can communicate effectively in English to be able to handle any job that requires me to communicate with the public.

I agree not to work beyond the program end date in my DS-2019 Form. I understand that the employer can terminate the employment offer at any time without prior notice and for reasons not prohibited by law; that my position, duties and responsibilities may vary during the period of employment to be able to satisfy the needs of the employer. I further understand that I am not allowed to change jobs or job sites without the prior written consent of CETUSA. I understand that were I to choose not, or unable to arrive to work on the dates above, I might not have a position available at a later date. The site is obliged to report my name to be canceled from the program if I do not report to work, if I leave early or if I am terminated from employment. I will keep a copy of this job offer together with the *CETUSA J-1 Work and Travel Program Conditions* that I signed and all program papers while residing in the United States. These papers will be kept on my person at all times.

Student's name in block letters: _____

Student's Signature: _____

Date (mm/dd/yyyy) ____/____/____

Please return to

Council for Educational Travel USA
 100 S Rock St • Centralia, WA 98531 - USA
 Tel: (360) 736-6472 • Fax: (360) 736-6525 • E-mail: kevin@cetusa.org

*"Reaching out to encourage a lifelong journey of
 global peace and understanding"*



Job Description

This Job Description does not serve as a contract for employment between the employer and the participant nor is it to be used in place of the CETUSA Job Offer.

COMPANY NAME: _____ JOB TITLE: _____

EMPLOYER REQUIREMENTS

General Requirements:

<input type="checkbox"/> English language ability:	Fluent	Good	Fair
Speak			
Read			
Write			

Gender Preference:

Required skills:

Experience:

Physical requirements:

Prerequisites:

Tools knowledge:

Uniforms, dress and grooming code:

Drug testing:

BENEFITS

If applicable, please check the box and provide an estimated cost.

- | | |
|--|---|
| <input type="checkbox"/> Meals _____ | Housing <input type="checkbox"/> is provided at the cost of \$ _____ per month |
| <input type="checkbox"/> Transportation _____ | <input type="checkbox"/> deposit of \$ _____ is required |
| <input type="checkbox"/> End of season bonus _____ | <input type="checkbox"/> deposit is required _____ weeks prior to arrival |
| | <input type="checkbox"/> is shared with _____ people per room |
| | <input type="checkbox"/> is furnished/partially furnished |
| | <input type="checkbox"/> comes as a package/obligatory to stay at |
| | <input type="checkbox"/> is not provided but assisted to find |

ADDITIONAL INFORMATION

Days and shifts expected to work: _____

Is 2nd job possible? Yes No _____ Are transfers within company possible? Yes No _____

Frequency of pay: Every two weeks Every week Other _____

Will employer arrange transportation to housing/worksites upon arrival? Yes No

If not, the best way to get to the worksite: _____

Nearest Train/Bus station: _____ Nearest Social Security Office: _____

Additional area info: _____